

Texas A&M University

Late Payment and Registration Fee Waiver Request

Please Read the Following in its Entirety Before Proceeding

It is each student's responsibility to pay his or her tuition, fees and other charges by the published due date(s) or as otherwise provided. We assess late payment penalties when students fail to pay their current balance by the assigned due date(s) and late registration penalties when students register **on or after** the last business day before classes begin. Late registration penalties also apply when students register before classes start or fail to pay their tuition and fees **on or before** the due date. Failure to access and review your statement is not a valid reason to request a waiver of a late payment or late registration penalty.

Due to staffing and time constraints, we do not accept verbal appeals of late payment and registration penalties. A student may appeal a late payment or late registration penalty only if they received incorrect information from a Texas A&M University faculty or staff member that directly resulted in their failure to meet their payment deadline. **The student must provide written corroboration from the faculty or staff member involved on department letterhead for the request to be considered.**

We will review requests to confirm any information provided. You must pay the late fees first and if a waiver request is approved, we will refund the payment. Please complete this waiver request form, attach your signed documentation and email to loans@tamu.edu or fax it to 979-845-8126.

Name (Please Print)

Student ID Number

Student's TAMU Email Address

Request to Waiver the Following Fee:

- \$25 - \$50 Late Payment Fee
- \$100 Late Registration Fee
- \$100 Late Payment Fee
- \$50 Late Class Addition Fee
- \$50 Reinstatement Fee

Reason for Request:

- Departmental Request
- Financial Aid Adjustment

Signature

Date